NOVEMBER 2019

LIBRARY NAME: _____

DELIVERY ID: _____   *CONTACT EMAIL:* _____

This log is to be filled in by the LIBRARY's staff!!!
*** PLEASE RECORD NUMBER OF OUTGOING PACKAGES DAILY ***

DAY OF MONTH	INITIALS OF DRIVER	PACKAGES SENT
1		
S/S		
4		
5		
6		
7		
8		
S/S		
11	*VETERANS' DAY OBSERVED*	
12		
13		
14		
15		
S/S		
18		
19		
20		
21		
22		
S/S		
25		
26		
27		
28	*THANKSGIVING DAY*	
29	*DAY AFTER THANKSGIVING*	
S/S		

TOTALS:

- **Make sure library's name is on the form: PLEASE TALLY TOTALS at the end of the month.**
- Maintain local file of this statistics sheet for 12-months (rolling).
- **Total the delivery statistics at the end of the month and submit them online no later than the 10th of the following month** (Online Form: http://librarylinknj.org/delivery/stats-report-form).
- Please read the new requirements for reporting your monthly delivery statistics online at: http://librarylinknj.org/delivery/statslog
- **Please note any missed delivery or problem directly onto this sheet along with a call to our office.**